



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
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NGB-ARM (600)

22 January 2001

MEMORANDUM FOR THE ADJUTANTS GENERAL OF ALL STATES, PUERTO
RICO, THE VIRGIN ISLANDS, GUAM, AND THE
COMMANDING GENERAL OF THE DISTRICT OF
COLUMBIA

SUBJECT: (All States Log Number P01-0007) Army National Guard (ARNG)
Professor/Assistant Professor of Military Science (PMS/APMS) Program Policy

1. References:

- a. Title 10, U.S. Code Section 12321.
- b. Public Law 102-484, Section 512.
- c. AR 135-18, The Active Guard Reserve (AGR) Program, 19 June 1996.

2. Purpose. To provide policy on ARNG PMS/APMS program staffing, assignment, and management.

3. Background.

a. In 1992, U.S. Army Cadet Command identified 100 educational institutions for ARNG PMS/APMS support. Public Law 102-484 did not provide the National Guard Bureau (NGB) with additional AGR program funding or authorizations to support these institutions. The ARNG authorized Title 32 AGR officers for PMS/APMS positions.

b. The ARNG continues to support the PMS/APMS positions at 100 institutions. The ARNG's endorsement reaffirms its commitment to Army policy and declares its continuous support for newly commissioned officers entering the Reserve Components through the Reserve Officer's Training Corps (ROTC).

4. Policy.

- a. General.

NGB-ARM

**SUBJECT: (All States Log Number P01-0007) Army National Guard (ARNG)
Professor/Assistant Professor of Military Science (PMS/APMS) Program Policy**

(1) A State's/Territory's support to an authorized PMS/APMS position attests to its participation in the PMS/APMS program. The State/Territory will only assign officers to the National Guard Bureau Full-Time Support (FTS) Division (NGB-ARM) documented PMS/APMS positions.

(2) Officers filling PMS/APMS positions will be in Full-Time National Guard Duty (FTNGD) status under Title 32 USC 502(f). Requests to support undocumented NGB PMS/APMS positions will not result in an increase to a State's/Territory's controlled grades or authorizations.

(3) Any AGR officer assigned to a PMS position is responsible to the Adjutant General (TAG) for recruiting cadets from ARNG units into ROTC and officer accessions from ROTC into the ARNG. Those assigned to APMS positions are responsible to the State/Territory Recruiting and Retention Manager (RRM) for the same support. The Military Personnel Officer or RRM will ensure their respective PMS/APMS is marketing the ARNG, and producing quality commissioned officers in the quantity and academic disciplines necessary to meet ARNG component requirements.

(4) Support to a PMS/APMS officer's effort is critical to the successful accession of ROTC Cadets into the ARNG. Each AG should use Reserve Forces Duty or dedicated ARNG scholarships and Guaranteed Reserve Forces Duty (GRFD) contracts as recruitment mechanisms to the maximum extent possible.

(5) States/Territories should encourage M-Day soldiers to participate in the ROTC contract program for APMS positions. Program participants do not count against the ARNG PMS/APMS authorizations. Officers, captain through lieutenant colonel, wear the uniform with their ARNG unit patch, work in the ROTC program during the week, but continue to participate in normal ARNG unit activities.

b. Rating Chain.

(1) The PMS Position. The ROTC Brigade Commander will serve as rater for AGR officers assigned to PMS positions. The State Chief of Staff, or other senior officer the AG designates, will serve as intermediate rater. The ROTC Region Commander will serve as senior rater.

NGB-ARM

SUBJECT: (All States Log Number P01-0007) Army National Guard (ARNG)
Professor/Assistant Professor of Military Science (PMS/APMS) Program Policy

(2) The APMS Position. The ROTC Battalion, PMS will serve as rater for AGR officers assigned to APMS positions. The State Recruiting and Retention Manager (RRM) or Military Personnel Management Officer (MILPO) will serve as intermediate rater. The ROTC Brigade Commander will serve as senior rater.

(3) States/Territories assigning a MILPO or RRM into the APMS officer's Officer Evaluation Report (OER) rating chain, as an intermediate rater, must ensure adherence to AR 623-105, Officer Evaluation Reporting System.

(4) In accordance with (IAW) AR 623-105, paragraph 2-22, when two separate chains of command are supervising and assigning different duties throughout the officer's (PMS/APMS) rating period, dual supervision rules may apply.

c. Assignment.

(1) The AG will fill vacant PMS positions with officers currently in the AGR program. Officers currently in the AGR or Military Technician (MT) Programs will fill APMS positions. The State will place qualified MTs on a one-time occasional three-year AGR tour. This condition will be reflected in the soldier's order to AGR status.

(2) The PMS/APMS assignment is for three years. Officers will be stabilized for the three years, and are not considered eligible for reassignment, other than for the good of the service. After assignment completion, these officers will be reassigned to an AGR position or return to the MT program within the State as appropriate.

(3) Officer reassignments should occur between semesters, optimally at the end of the school year. The Human Resource Officer (HRO)/AGR Manager must coordinate transfer dates with the respective ROTC Region, Assistant Chief of Staff (ACS), ARNG at ROTC Region Headquarters (HQ), and with the PMS at the supported institution. The FTS Division will review institution support requirements before authorizing adjustments to assignment termination dates.

(4) Reassignment from a PMS/APMS position is a "programmed loss." The leadership must have a plan to select and train a suitable replacement before assignment termination or extension. In extreme cases, where the State cannot identify a suitable backfill, an extension may be considered.

NGB-ARM

SUBJECT: (All States Log Number P01-0007) Army National Guard (ARNG)
Professor/Assistant Professor of Military Science (PMS/APMS) Program Policy

(5) Requests for an extension or curtailment are an individual's responsibility. Officers should submit the request 12 months before the completion of the PMS/APMS assignment. Requests for a one-year extension, or an assignment curtailment, will be submitted through ROTC Region command channels to the AG. The AG will provide the FTS Division a copy of the approved extension or curtailment. The AG must review mission needs and assess the impact of an extension in place on career development, long-term viability and upward mobility within the State's/Territory's AGR Program.

d. Nomination of the PMS/APMS.

(1) The HRO/AGR Manager will review all nomination packets for completeness and accuracy before submitting the packet to the AG.

(2) The PMS/APMS nomination packet must include:

(a) Officer Biographical Sketch, IAW NGR 600-100, appendix H.

(b) Certified copy of the officer's Department of the Army (DA) Form 2-1.

(c) Copies of all college undergraduate, graduate, and post-graduate transcripts.

(d) Current DA photograph, within the last 12 months.

(e) Last four OERs (For APMS officers, OERs will be removed before packet is sent to ROTC Region HQ).

(3) Nomination of PMS.

(a) The AG will provide a Letter of Nomination on two or more officers, with an Order of Merit List, to Cadet Command (ATTN: ATCC-NG) by 1 October 2001 before the PMS position becomes vacant. The Cadet Command PMS Selection Board will select primary and alternate nominees for each AGR PMS position. The Cadet Command, ACS, ARNG will instruct board members on requirements for the ARNG PMS. Non-select nominees will have their packets returned to the AG.

NGB-ARM

SUBJECT: (All States Log Number P01-0007) Army National Guard (ARNG)
Professor/Assistant Professor of Military Science (PMS/APMS) Program Policy

(b) For out-of-cycle PMS nominations, the Commanding General, Cadet Command will select ARNG PMS nominees from nomination packets submitted by the AG.

(c) Cadet Command will notify the AG and forward an approved nomination through the Region Commander to the University/College President for approval or disapproval. The University/College President will forward an approval or disapproval to the Region Commander, who will notify the State.

(d) At any time during the process, the officer's nomination packet may be disapproved or returned for record verification/correction.

(4) Nomination of APMS.

(a) The AG will submit a Letter of Nomination, and forward the nomination packet to the ROTC Region ACS, ARNG. The Region ACS, ARNG will review the packet and provide a recommendation to the ROTC Region Commander.

(b) The Region Commander will forward the approved nomination packet to the University/College President or return a disapproved packet through channels.

(c) The University/College President forwards an approved or disapproved packet to the Region Commander, who in turn will notify the State.

(d) At any time during this process, the officer's packet may be disapproved, or returned for officer record verification/correction.

e. Prerequisites for PMS.

(1) Grade: Senior Major or Lieutenant Colonel.

(2) Military Education: Completed Command and General Staff College.

(3) Civilian Education: Master's degree required. To be competitive, the undergraduate and post-graduate grade point average should be a minimum 2.5 and 3.0 respectively, on a 4.0 scale.

NGB-ARM

SUBJECT: (All States Log Number P01-0007) Army National Guard (ARNG)
Professor/Assistant Professor of Military Science (PMS/APMS) Program Policy

(4) Military Experience: Successful battalion-level command or senior staff assignment. The officer must have over four years of experience in the ARNG.

f. Prerequisites for APMS.

(1) Grade: Senior Captain or Major.

(2) Military Education: Officer Advanced Course is required. Combined Arms Service Staff School is preferred.

(3) Civilian Education: Baccalaureate is required. Some institutions require a master's degree. To be competitive, the undergraduate grade point average should be a minimum 2.5 on a 4.0 scale.

(4) Military Experience: Successful company-level command or Troop Program Unit (TPU) leadership assignment. Officer must have a minimum of four years experience in the ARNG.

(5) Physical Fitness: The officer must meet height and weight requirements IAW AR 600-9, The Army Weight Control Program, and successfully pass the Army Physical Fitness Test (APFT) within six months of the application.

5. Change of Institution. States may request a change of PMS/APMS support to an institution.

a. To initiate a change of institution support, the AG will submit a memorandum requesting the change to PMS/APMS institution support. This request must include coordination with the ROTC Brigade and Region Commander. After completing coordination, the AG will send the change request packet through the Region ACS, ARNG to the ACS, ARNG, U.S. Army ROTC Cadet Command, Fort Monroe, VA for approval.

b. The change of institution request memorandum must:

(1) Identify the necessity for changing FTNGD support to an institution (i.e., demographics, TPU location, Simultaneous Membership Program support, or the State's inability to meet officer production requirements).

NGB-ARM

SUBJECT: (All States Log Number P01-0007) Army National Guard (ARNG)
Professor/Assistant Professor of Military Science (PMS/APMS) Program Policy

(2) Identify the institution gaining or losing the PMS/APMS position, with an analysis on the ramifications of initiating or discontinuing institution support. A memorandum from the gaining and losing institution's PMS, concurring or nonconcurring with the change, must accompany The AG's request.

(3) Provide the future status of the AGR officer assigned to the gaining or losing institution's PMS/APMS position.

c. Cadet Command will provide a copy of the approved change of institution request to the FTS Division.

6. Reports.

a. The FTS Division submits an annual report to Cadet Command ACS, ARNG on the location of supported institutions. The Cadet Command ACS, ARNG validates and returns the report, adjusting any discrepancies.

b. The ROTC ACS, ARNG will provide an annual report, on 30 September, listing PMS/APMS position locations, incumbent, assignment expiration date, and if vacant, the expected date of fill. The report is sent to the Chief, National Guard Bureau.

c. States/Territories will report the termination of an AGR PMS/APMS officer's support or the Cadet Command's ROTC program closure to The FTS Division, FTS DIVISION-P. States/Territories not supporting their PMS/APMS program may have their allocations reassigned to a State/Territory that has officially requested an additional PMS/APMS allocation.

d. The FTS Division will evaluate the reassignment of PMS/APMS positions a State/Territory has left vacant for more than two months to another State.

7. This policy will expire 30 September 2001 unless sooner superseded or rescinded.

NGB-ARM

SUBJECT: (All States Log Number P01-0007) Army National Guard (ARNG)
Professor/Assistant Professor of Military Science (PMS/APMS) Program Policy

8. The points of contact are Colonel Lambert, Assistant Chief of Staff, Army National Guard Cadet Command, DSN 680-4576 or 757-727-4576, and Colonel Sarcione, Chief, Full-Time Support Division, at DSN 327-9735 or 703-607-9735.

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US Army Cadet Command, ACS, ARNG

Each ROTC Region, ACS, ARNG

Each State MILPO

Each State HRO

Each State IG